

**Town of Arlington
Historic & Cultural Resources Working Group**

REQUEST FOR PROPOSALS

RFP #: 18-19

Arlington Community-Wide Historic Preservation Survey Master Plan

Date of Release:

Thursday, April 12, 2018

PROPOSALS DUE:

Wednesday, May 10, 2018 at 2:00pm

Late Proposals Will Be Rejected

DELIVER COMPLETED SUBMISSIONS TO:

Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476

For further information, please contact:
Mr. Nat Strosberg, Senior Planner, Town of Arlington,
at 781-316-3093
nstrosberg@town.arlington.ma.us

**TOWN OF ARLINGTON, PURCHASING DEPARTMENT
730 MASSACHUSETTS AVENUE, ARLINGTON, MA 02476**

REQUEST FOR PROPOSALS

Arlington Community-Wide Historic Preservation Survey Master Plan

I. INTRODUCTION

The Town of Arlington is seeking proposals from qualified historic preservation consultants to:

1. Develop a Community-Wide Historic Preservation Survey Master Plan for the Town. This Plan will guide the Town's historic preservation efforts by identifying and prioritizing outstanding needs regarding the inventory and documentation of Arlington's local historic resources. These resources may include historic buildings and places, cultural and archaeological elements, and other significant objects and structures.
2. Perform the following preparatory tasks:
 - a. Conduct a field reconnaissance to ascertain the nature and distribution of historic and architectural resources in Arlington;
 - b. Identify key documentary materials useful in researching the development of historic resources in Arlington;
 - c. Integrate feedback from relevant stakeholders in the preservation community;
 - d. Identify additional applicable methods of identification and assessment that have been used for community-wide surveys in other municipalities;
 - e. Identify appropriate criteria for both the selection of historic resources for study and the prioritization of actions to be taken by the Town.
3. Identify local inventory needs. It is expected that the consultant will assess the documentation status of and make specific recommendations with regards to inventory requirements of the following types of historic resources:
 - a. Currently identified but under-documented and/or incorrectly documented resources;
 - b. Civic buildings without inventory forms;
 - c. Threatened resources such as historic landscapes or structures subject to redevelopment;
 - d. Undocumented resources, including neighborhood units that have been previously identified by efforts to improve the inventory and/or that could become historic districts;
 - e. Other undocumented sites, cultural resources, objects, and other resources.
4. Utilize this information, and other relevant input, to create a detailed and comprehensive action plan for inventorying these resources.
5. Include a long-term phased plan based on the priority criteria established as well as cost estimates for use by the Town's Historic & Cultural Resources Working Group (HCRWG) in obtaining recommended professional historic resource surveys.

This Request for Proposals (RFP) stipulates the procedures and requirements to be used by the Town in its selection of consulting services. The project will be divided into three phases, to be completed over a period of 39 weeks:

- ❖ PHASE I – Identify historic records and other relevant documentation available for the project and develop methodology;
- ❖ PHASE II – Conduct research including field reconnaissance as needed;
- ❖ PHASE III – Consolidate findings and develop the Survey Master Plan.

The Town will evaluate all timely proposals to ensure that all required submittals have been included in responses and that all responses meet the Minimum Evaluation Criteria. Proposals that are deemed to be complete will be presented to a selection committee consisting of the members of the HCRWG and reviewed/ranked using the Comparative Evaluation Criteria listed herein. Activities will commence immediately upon the HCRWG's selection of a proposal. Proposers must provide fee amounts for the above-listed three phases in their proposal. The Town has established a budget not to exceed \$25,000, and the project will commence on Thursday, June 7, 2018.

All questions regarding this Request for Proposals must be received by the Town no later than 4:00PM on Thursday, April 26, 2018 and addressed to the attention of Nat Strosberg, Senior Planner, Town of Arlington, and may be emailed to nstrosberg@town.arlington.ma.us. If emailed, the subject line must state "RFP Arlington Community-Wide Historic Preservation Survey Master Plan". An addendum with answers to the questions will be posted on the Town of Arlington Purchasing Department webpage by Tuesday, May 1, 2018 at 4:00pm.

II. PROJECT AREA

The project area will include all of the area within Arlington, Massachusetts.

III. FUNDING SOURCE(S)

The Project is being funded by the Town through Community Preservation Act (CPA) funds.

IV. PROJECT OBJECTIVES

See Attachment A for the complete Scope of Work.

Arlington has a strong tradition of historic preservation. In addition to its six National Register Historic Districts and many properties included individually on the National Register of Historic Places, the Town has seven established local historic districts that include over 300 properties that the community has recognized as unique resources worthy of protection. These districts are: Avon Place District, Broadway District, Central Street District, Jason/Gray District, Mt. Gilboa/Crescent Hill District, Pleasant Street District, and Russell District. Arlington's tradition of historic preservation is also reflected in both the Arlington Master Plan (2015) (<http://www.arlingtonma.gov/home/showdocument?id=24289>) and the State Historic Preservation Plan (2011-2015), which include key preservation-based goals and objectives.

Over 1,000 of Arlington's historic resources are listed in the *Inventory of Historically or Architecturally Significant Properties in the Town of Arlington*. This inventory serves a crucial purpose: it helps to ensure that property owners, Historic District commissioners, Historical Commission members, Inspectional Services, and other stakeholders have accurate information about historic properties when making critical decisions about building materials, architectural landscapes, and contributing elements of historic districts. In light of the high volume of residential demolitions and renovations now occurring in

many of Arlington's neighborhoods, the importance of the inventory cannot be overstated. The inventory, however, is incomplete: it lacks records of many vital local historic resources, and also includes outdated and incorrect records.

With funding from both the Community Preservation Act (CPA) and a Massachusetts Historical Commission (MHC) Survey and Planning Grant, the Town is now in the midst of the first part of a multiyear process to update the inventory. This first part will culminate with the addition of 135 currently undocumented properties to the inventory. By developing the Survey Master Plan and identifying target areas for future inventory updates and current inventory records that are incorrect, this project will significantly advance the current inventory update process.

V. PROPOSAL REQUIREMENTS

Five (5) copies of the proposal must be furnished to the Purchasing Officer for review by the Selection Committee. The overall proposal must include:

A. Technical Requirements - to be submitted in Envelope A

1. The identity of the individual, partnership, or corporation applying for contract award and credentials of the personnel who would actually perform the work, as well as their managers, and the nature of the supervision. State the responsibilities of each of the project personnel. If the consultant intends to sub-contract the photography or any other work required in the scope of services, the sub-contractor must be identified. Sample work products are required for all personnel. This item is a major determinant in assessing the proposer's qualifications and will be incorporated as a condition in the contract to be awarded.
2. An applicant qualifications statement, including professional qualifications and work experience attesting to capacity to perform the required work program. Include resume(s), detailing academic and professional work experience attesting to capacity to perform the required work program. Resumes are required for all project personnel. Proposers must meet the following minimum criteria:
 - a. Bachelor's Degree in Historic Preservation, Architectural History, History, Art History or a closely related field and at least two years full-time experience in an area relevant to the project; or
 - b. Master's Degree in Historic Preservation, Architectural History, History, Art History, or a closely related field.
3. A detailed explanation of the proposer's approach to this project: methodology, demonstrated understanding of the scope of work and completion deadline, and the proposer's expectations of assistance and services from the Town. A technical work plan and project timeline for accomplishing the tasks described in the scope of services must be provided.
4. A client reference list, with names, addresses, telephone numbers, and e-mail addresses (if available) especially for clients for whom the proposer has performed similar services within the past five (5) years.
5. Any other information deemed relevant to the project, and which the proposer believes will further the competitiveness of the proposal.

6. Proposal Signature Form, Certificate of Non-Collusion, Statement of Tax Compliance, and Certificate of Vote of Corporation, as applicable (see Attachments C, D, and E).

B. Price Proposal Requirements - to be submitted in Envelope B

1. Completed Attachment B – Fee Proposal Form.

Please note: Any proposal that fails to include all of the above information will be rejected as unresponsive, and will not be afforded a complete review by the Selection Committee.

VI. SELECTION CRITERIA

1. Minimum Evaluation Criteria

The Selection Committee shall first review each technical proposal to ascertain whether or not the following minimum criteria have been met:

- a. The technical proposal includes all of the items for a complete proposal.
- b. The proposer meets the minimum qualifications as outlined above.

2. Comparative Evaluation Criteria

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- a. Highly Advantageous – the proposal fully meets and significantly exceeds the standards of the specific criterion;
- b. Advantageous – the proposal fully satisfies the standards of the specific criterion;
- c. Not Advantageous – the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both.

The Selection Committee shall rate and rank each technical proposal meeting the Minimum Evaluation Criteria according to the Comparative Evaluation Criteria listed below. The Fee Proposal Forms will then be opened and reviewed. The Selection Committee will then select the most overall advantageous proposal.

2.1. Quality and Depth of Project Experience

Highly Advantageous – The project proposal demonstrates superior experience in providing services related to the Town’s requirements. The project proposal demonstrates a wide depth of experience with similar projects (5 or more), and prior experience with publicly or privately funded not-to-exceed or fixed-fee contracts. Project work samples are of outstanding quality in content and technical presentation.

Advantageous – The project proposal demonstrates solid experience in providing services related to the Town’s requirements. The project proposal demonstrates a good depth of experience with similar projects (3 to 5), and prior experience with publicly or privately

funded not-to-exceed or fixed-fee contracts. Project work samples are of good quality in content and technical presentation.

Not Advantageous – The proposer has limited experience in providing services related to the Town’s requirements or with similar projects (less than 3), and prior experience with public or private, not-to-exceed or fixed fee contracts. Project work samples minimally meet current standards for content and technical presentation.

2.2. Qualifications of the Proposer

Highly Advantageous – The proposer’s resume(s) demonstrate that proposer has superior training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience well beyond the minimum requirements.

Advantageous – The proposer’s resume(s) demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein and all key project personnel demonstrate professional experience that meets or somewhat exceeds the minimum requirements.

Not Advantageous – The proposer’s resume(s) do not demonstrate that proposer has adequate training, educational background and work experience appropriate to the project described herein.

2.3. Desirability of approach to the project, demonstrated understanding of the community’s historic and cultural resource protection needs, and proposer’s ability to undertake and complete this project in a timely manner.

Highly Advantageous – The proposal demonstrates a superior approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and a clear analysis of the time required for each phase of the project. The proposal demonstrates a strong understanding of the history and development of local architectural forms in Massachusetts communities. All references confirmed that consultant had met schedule expectations and delivered an “on-time” project.

Advantageous – The proposal demonstrates a good approach to the subject material, an understanding of the historic and cultural resource issues addressed by the project, and presents a time schedule that meets the project requirements. One reference stated that consultant was unable to meet the agreed-upon project schedule.

Not Advantageous – The proposal does not demonstrate a desirable approach to the project and does not demonstrate a clear understanding of the community’s historic and cultural resource protection needs. More than one reference indicated that consultant had been unable to meet the agreed-upon project schedule.

2.4. Overall Quality of Client References

Highly Advantageous – All references contacted spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Advantageous – The great majority of references spoke favorably of the work performed by the proposer and would use them again for a similar project without hesitation.

Not Advantageous – One reference stated that there had been significant difficulties with the proposer's ability to deliver the contracted services and deliverables.

2.5. Completeness and Quality of Proposal

Highly Advantageous – Response is complete, concise, informative, and highly detailed. Proposal reflects that proposer is able to perform in a superior manner acceptable to the Town. Evaluation team is completely convinced about the proposer's ability to provide the level of services as required by the Town. Proposal demonstrates excellent communication and documentation skills.

Advantageous – Response is complete, informative, and meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer is able to perform in an adequate manner acceptable to the Town. Proposal demonstrates a good level of communication and documentation skills.

Not Advantageous – Response lacks a comprehensive approach, but meets criteria for responsiveness. Evaluation team finds proposal reflects that proposer may be able to perform in a manner acceptable to the Town. Communication and documentation skills appear only adequate.

VII. INTERVIEWS

After review of the technical proposals, the Selection Committee may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked on their presentation.

VIII. PROJECT FEE

The Town has established a budget not to exceed \$25,000 for the Scope of Services described herein. Proposers must complete Attachment B – Fee Proposal Form. Project fees must be provided for each of the three phases of work as described in the form. Fees shown shall include all costs and expenses (including materials, copying, mileage, photography, etc.) necessary to complete the scope of services defined in Attachment A of this RFP.

IX. PROJECT SCHEDULE (see Attachment A for description of work components):

- ❖ PHASE I – Identify historic records and other relevant documentation available for the project and develop methodology;
- ❖ PHASE II – Conduct research including field reconnaissance as needed;
- ❖ PHASE III – Consolidate findings and develop the Survey Master Plan.

Please note: all contract work must be completed by Thursday, March 7, 2019.

X. PROPOSAL SUBMISSION

Proposals will be received at the Town of Arlington, MA Office of the Purchasing Officer **until Thursday, May 10, 2018 at 2:00pm.** After this time they will be opened in confidence in accordance with M.G.L. c. 30B, §6 (d). Proposals received after that date and time will be rejected.

The mailing address for all deliveries and walk-in service is:

**Mr. Domenic Lanzillotti, Purchasing Officer
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476**

Five (5) copies of each technical proposal shall be submitted as follows:

The Technical Proposal shall be submitted on the form furnished and in a sealed envelope marked:

Proposal Envelope A - Technical Proposal

**#18-19
Arlington Community-Wide
Historic Preservation Survey Master Plan**

Bidder's Name _____

One copy of the Price Proposal shall be submitted on the form furnished and sealed in a **separate** envelope marked:

Proposal Envelope B – Price Proposal

**#18-19
Arlington Community-Wide
Historic Preservation Survey Master Plan**

Bidder's Name _____

NOTE: Price proposals must be kept entirely separate from technical proposals. Failure to follow this instruction will result in rejection of the proposal.

SCOPE OF WORK

PROJECT OBJECTIVES

The purpose of this project is to create a Community-Wide Historic Preservation Survey Master Plan for the Town of Arlington that targets priority properties for survey, identifies significant historic themes, and establishes a phased approach to completing the identified goals. This project will be structured to provide professional historic, cultural, architectural, and archeological resource survey expertise to the Town and community. Specific project goals are as follows:

1. Develop a Community-Wide Historic Preservation Survey Master Plan for the Town. This Plan will guide the Town's historic preservation efforts by identifying and prioritizing outstanding needs regarding the inventory and documentation of Arlington's local historic resources. These resources may include historic buildings and places, cultural and archaeological elements, and other significant objects and structures.
2. Perform the following preparatory tasks:
 - a. Conduct a field reconnaissance to ascertain the nature and distribution of historic and architectural resources in Arlington;
 - b. Identify key documentary materials useful in researching the development of historic resources in Arlington;
 - c. Integrate feedback from relevant stakeholders in the preservation community;
 - d. Identify additional applicable methods of identification and assessment that have been used for community-wide surveys in other municipalities;
 - e. Identify appropriate criteria for both the selection of historic resources for study and the prioritization of actions to be taken by the Town.
3. Identify local inventory needs. It is expected that the consultant will assess the documentation status of and make specific recommendations with regards to inventory requirements of the following types of historic resources:
 - f. Currently identified but under-documented and/or incorrectly documented resources;
 - g. Civic buildings without inventory forms;
 - h. Threatened resources such as historic landscapes or structures subject to redevelopment;
 - i. Undocumented resources, including neighborhood units that have been previously identified by efforts to improve the inventory and/or that could become historic districts;
 - j. Other undocumented sites, cultural resources, objects, and other resources.
4. Utilize this information, and other relevant input, to create a detailed and comprehensive action plan for inventorying these resources.
5. Include a long-term phased plan based on the priority criteria established as well as cost estimates for use by the Town's Historic & Cultural Resources Working Group (HCRWG) in obtaining recommended professional historic resource surveys.

METHODOLOGY

The Analytical Framework:

This Community-Wide Historic Preservation Survey Master Plan project will incorporate Massachusetts Historical Commission (MHC) criteria and methodology to current standards. See MHC's Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts (1992), Survey Technical Bulletin #1 (1993), MHC Interim Survey Guidelines (March 1999, et seq.), MHC Interim Guidelines for Inventory Form Photographs (2008), and MHC's Interim Guidelines for Inventory Form Locational Information (2009). Both MHC survey guidelines and the tasks and products of the survey Scope of Work must meet the Secretary of the Interior's Standards and Guidelines for Identification (1983).

The Community-Wide Historic Preservation Survey Master Plan will serve as the guide for the subsequent updating of the *Inventory of Historically or Architecturally Significant Properties in the Town of Arlington*.

Phase Meetings:

The project consists of three phases. The consultant will meet with the HCRWG prior to work initiation and to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase are described below.

The Community-Wide Historic Preservation Survey Master Plan:

The Survey Master Plan will consider the full range of historic, cultural, architectural, and archeological resources in terms of period, theme, property type, architectural form and style, and geographic distribution. The Plan will address all periods of architectural and historic development. Significant themes of architectural and historic development will be identified, and resources will be related to these themes. The Plan will identify areas, buildings, objects, sites, burial grounds, structures, and parks/landscapes that are architecturally and historically significant in the history and development of the community. The Plan will include both representative and outstanding examples of the building forms, types, and styles present in the community.

SCOPE OF WORK

Phase 1 – Initiation of Work (10 weeks)

Tasks:

- Meet with the HCRWG to discuss the scope and suitable base maps and key documentary materials (maps, local archival materials, records and collections, published histories, State Library holdings, etc.) to be used;
- Identify and obtain copies of available local planning and parcel maps at various scales, including a working field map, a base map to define survey neighborhoods, and a large-scale base map to identify areas and properties recommended for survey. Use Town GIS database maps where appropriate;
- Review any existing completed inventory forms, National Register nominations, and other documentation on file locally and at the MHC for completeness and adherence to current survey standards;
- Conduct documentary research in local and regional libraries and records repositories to locate and identify key documentary materials to be used in the Survey Master Plan and for the later comprehensive survey, and to identify important historic themes, events, persons, and resources for the community;

- Review important historic themes, events, and persons with local history experts;
- Conduct research of survey methodologies in other municipalities to identify additional applicable forms for identification and assessment;
- Meet with the HCRWG and appropriate Town staff to brainstorm preliminary neighborhood units for the Survey Master Plan;
- Initiate research and field reconnaissance to verify and describe the types and geographical distribution of historic resources in the community and to confirm neighborhood boundaries for the survey;
- Incorporate any additional applicable methods of identification and assessment that have been used for community-wide surveys in other municipalities.
- Meet with HCRWG to review Phase I products.

Products:

- Phase I report, including:
 1. Base maps indicating neighborhood survey units, and large-scale base map to be used to identify areas and individual resources recommended to be surveyed;
 2. Assessment of existing inventory and National Register documentation, with preliminary recommendations for updating where necessary;
 3. Discussion of significant historic themes and periods in Arlington history;
 4. List of Arlington neighborhood survey units and description of their historic and architectural resources;
 5. Discussion of applicable survey methodologies used in other municipalities;
 6. Annotated bibliography of key documentary sources, with notes on locations as necessary.

Phase 1 will be completed by Thursday, August 16, 2018.

Phase2 - Field Reconnaissance Survey (19 weeks)

Tasks:

- Meet with the HCRWG to discuss survey priorities, selection criteria, any special procedures recommended for the intensive survey, and general survey coverage goals for the Survey Master Plan and for subsequent comprehensive survey efforts;
- Meet with the HCRWG to identify known and potential threats to areas and resources;
- Continue and complete field reconnaissance of neighborhood study units, apply selection criteria, and identify properties and areas to be recommended for survey;
- Meet with the HCRWG to review Phase 2 products.

Products:

- Phase 2 report, including:
 1. Description and assessment of threats to historic resources in Arlington community-wide and by neighborhood;
 2. Description of survey priorities, selection criteria, any special methods and procedures recommended for the intensive survey, and survey coverage goals for Arlington, including community-wide and neighborhood goals and objectives and approaches to achieving them;

3. Preliminary list of properties and areas recommended for survey in Arlington (organized by neighborhood study unit, street name, and where appropriate, street number or range); and recommendations on where area forms would be appropriate.

Phase 2 will be completed by December 27, 2018.

Phase 3 - Survey Master Plan and Project Completion (10 weeks)

Tasks:

- Meet with the HCRWG to discuss establishing a phased and prioritized survey action plan, priorities for neighborhoods and resource types, and an estimated schedule for implementation, considering estimated local resource availability;
- Prepare a phased and prioritized survey action plan, including priorities for neighborhoods and resource types, and the approximate numbers of properties recommended for survey in each neighborhood;
- Prepare a phased and prioritized historic properties inventory proposal package and cost estimates by phase;
- Finalize report sections prepared during phases I and II;
- Prepare a map of final neighborhood survey units and properties for survey using the Town's GIS system;
- Prepare and circulate a draft of the final report for review and comment;
- Meet with the HCRWG to discuss and finalize the draft.

Products:

- Survey Master Plan (two paginated, unbound hardcopies, and a digital copy of the report in a format to be approved in advance by the HCRWG) which will include the following sections:
 1. Abstract;
 2. Assessment of existing inventory and National Register documentation, with recommendations for updating where necessary;
 3. Discussion of significant themes and periods in Arlington's history;
 4. Description of Arlington's neighborhood survey units and their historic and architectural landscapes;
 5. Description and assessment of threats to historic resources in Arlington, community-wide and by neighborhood;
 6. Discussion of survey priorities, selection criteria, any special methods and procedures recommended for the intensive survey, and survey coverage goals for Arlington, including community-wide and neighborhood goals and objectives and approaches to achieving them;
 7. Proposed list of properties and areas recommended for survey in Arlington. The list should be organized by survey neighborhood, street name and, where appropriate, street number or range); recommendations should indicate where area forms would be appropriate, with proposed area forms listed separately at the beginning of each neighborhood, arranged alphabetically by area name. Proposed individual properties should follow, arranged alphabetically by street name, and where possible number or number range and property names should be included;

8. The relative priority of each resource included in the list above shall be documented based on criteria adopted and a phased implementation schedule based on ranked prioritization shall be presented with rough estimates the likely cost associated with completing each phase of the identified surveys;
9. Annotated bibliography of key resources for Arlington history and historic and architectural resources, with notes on location of the resource as necessary;
10. Final base map(s) based on the Arlington GIS database, indicating neighborhood target units and recommended areas and properties for survey;
11. Identification of community repository and/or municipal office(s) where completed intensive survey documentation (inventory forms, base maps, and final report) are recommended to be archived and made available to the public.

Phase 3 will be completed no later than Thursday, March 7, 2019.

The entire project must be completed and submitted to the HCRWG by Thursday, March 7, 2019.

Attachment B

**MR. DOMENIC LANZILLOTTI, PURCHASING OFFICER
ARLINGTON TOWN HALL
730 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476**

Arlington Community-Wide Historic Preservation Survey Master Plan

FEE PROPOSAL FORM
(To be submitted in Envelope B)

The undersigned hereby submits a price proposal to perform the services outlined in the Request for Proposals for the Town of Arlington Community-Wide Historic Preservation Survey Master Plan.

Proposer Signature: _____

Address: _____

The PROPOSER hereby pledges to deliver the complete scope of services required, for the rates and charges shown below:

Estimated cost to complete the project:

Phase I: _____

Phase II: _____

Phase III: _____

TOTAL COST: _____

(not to exceed \$25,000)

Note: Five (5) copies of proposal are to be submitted.

**MR. DOMENIC LANZILLOTTI, PURCHASING OFFICER
ARLINGTON TOWN HALL
730 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476**

Arlington Community-Wide Historic Preservation Survey Master Plan

PROPOSAL SIGNATURE FORM

(This form to be submitted in Envelope A - Technical Proposal)

The undersigned, hereafter called the proposer, having fully familiarized him/herself with all the request for proposal documents, hereby agrees and declares:

1. That prices inserted in the Price Proposal (Envelope B) cover all necessary expenses to fulfill the conditions of the contract within the time stated.
2. Pursuant to M. G. L. c. 62C, § 49A, the proposer hereby certifies that the proposer has filed all state tax returns and paid all state taxes required under law.
3. The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

The following items are to be completed by the Proposer, if applicable:

Our Company is: A Corporation _____
 A Partnership _____
 Individually Owned _____

Individual/Company Name: _____

Social Security or Federal Identification Number: _____

Signature of Individual or Authorized Official: _____

Address: _____

Telephone Number: _____

E-mail _____

Attachment D

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Signature of Individual Signing Bid Proposal: _____

Name of Business: _____

Date: _____

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Social Security or Federal Identification Number: _____

Signature of individual signing bid or proposal: _____

Date: _____

Attachment E

**CERTIFICATE OF VOTE
OF CORPORATION
(if applicable)**

(This form to be submitted in Envelope A - Technical Proposal)

Date: _____

I, _____, Clerk-Secretary of the corporation named in the foregoing Proposal, certify that _____ who signed the said Proposal on behalf of said corporation, was then the _____ of said corporation; that I know his signature; (Title)

and that his signature thereto is genuine and that said Proposal was duly executed for and on

_____, 2017.

(Clerk-Secretary)

Date of Incorporation: _____

(Corporate Seal)